

# Green Facts

## Pesticide Vendor Licences

The Ministry of the Environment (MOE) pesticide licensing program is regulated by the *Pesticides Act* and Regulation 63/09. In accordance with legislation, the Environmental Assessment and Approvals Branch manages licensing for the sale, storage, use, transportation and disposal of federally registered and provincially classified pesticides. This fact sheet provides information for prospective retailers or distributors of pesticide products.

### Do I require a vendor licence?

Any person or business that sells pesticides in Ontario must hold an Ontario pesticide vendor licence.

### What type of vendor licence do I need?

There are two types of vendor licence – a Limited Vendor Licence and a General Vendor Licence. A Limited Vendor Licence authorizes the holder to sell Class 4\*, 5, 6 or 7\*\* pesticides or a Class 3 pesticide that is a bactericide in cutting oil, marine or aviation fuel. A General Vendor Licence authorizes the holder to sell all classes of pesticides, whether wholesale or retail.

\* may only sell class 4 pesticides until January 1, 2010.

\*\* must have controlled access after April 22, 2011.

### How do I qualify/apply for a vendor licence?

To qualify for a Limited Vendor Licence, you must:

- Be 18 years of age or older. In the case of a corporation, the official representative must be 18 years of age or older.

To qualify for a General Vendor Licence, you must:

- Be 18 years of age or older. In the case of a corporation, the official representative must be 18 years of age or older.

- Employ a full time certified outlet representative that has successfully completed the Pesticides Vendor Certification Course and is at least 16 years of age. For information regarding pesticide training and certification please contact Ridgetown Campus, University of Guelph toll free at 1-888-620-9999 or locally at (519) 674-1575

To apply for a vendor licence, you must complete and submit an “Application for a Vendor Licence for Pesticide Sales” to:

Director, *Pesticides Act*  
Ministry of the Environment  
Environmental Assessment and Approvals Branch  
2 St. Clair Ave. W, Floor 12A  
Toronto, ON M4V1L5

This form is available on the Ministry of the Environment internet site at [www.ene.gov.on.ca/en/publications/forms/index.php#PLC](http://www.ene.gov.on.ca/en/publications/forms/index.php#PLC) or from the Environmental Assessment and Approvals Branch at 1-800-461-6290 (or 416-314-8001).

### **What information do I need to include with my application?**

When you complete the “Application for a Vendor Licence for Pesticide Sales,” you will be asked to provide the following:

- Mailing address
  - The address where you or your company receive mail.
- Physical address
  - You must provide this if your primary company work location is different than the address where your company receives mail. **You can not use a P.O. Box as a physical address.**
- Certified outlet representative information (General Vendors only)
  - If you are applying for a General Vendor Licence, you must include the full name of your certified outlet representative, their Pesticides Vendor Certificate (PVCC) number and the expiry date of their PVCC. A copy of the PVCC must be included with your application.
- Payment
  - Limited Vendor Licences are subject to a \$110 fee and are issued for a 5 year period.
  - General Vendor Licences are subject to a \$200 fee and are issued for a 5 year period.

### **How do I renew my licence?**

You will receive a notice in the mail before your licence is due to expire. This notice will provide you with detailed instructions on how to renew your licence. If you do not receive a renewal notice or have questions about the renewal process, please contact the Environmental Assessment and Approvals Branch at 1-800-461-6290 (locally at 416-314-8001) or by e-mail at [EAABGen@ene.gov.on.ca](mailto:EAABGen@ene.gov.on.ca).

**How do I update my address if I move?**

If you move or your address changes, you must notify the Ministry of the Environment within 10 days using a form supplied by the ministry. The “Pesticide Licence Replacement / Change of Address Form” is available on the Ministry of the Environment internet site at [www.ene.gov.on.ca/en/publications/forms/index.php#PLC](http://www.ene.gov.on.ca/en/publications/forms/index.php#PLC) or from the Environmental Assessment and Approvals Branch at 1-800-461-6290 (or 416-314-8001).

**What should I do if the company’s official representative or certified outlet representative changes?**

You must notify the Ministry of the Environment within 10 days of any change to your licence information. Please send a signed letter, on company letterhead, stating the information that has changed. Please include your name, phone number and vendor licence number. Information updates should be sent to:

Director, *Pesticides Act*  
Ministry of the Environment  
Environmental Assessment and Approvals Branch  
2 St. Clair Ave. W Floor 12A  
Toronto, ON M4V 1L5

**Can I transfer my licence to a new owner if I sell my business?**

No. A vendor licence is not transferable (*Pesticides Act*, s.33) and the new owner will have to apply for a new licence.

**When do I need to provide written notice to the Fire Department?**

Every vendor that stores Class 1-8 pesticides must give written notice annually to the Fire Department responsible for the area in which the pesticide is stored. Several “Fire Department Notification Cards” will be included with your vendor licence.

**Do I need a separate vendor licence if my business operates out of more than one location?**

Yes. Vendor licences are only valid for the company they are issued to and for the address printed on the face of the licence. Every location requires a separate licence.

**What is a pesticide class?**

Pesticides are classified into eleven classes used to control the sale and use of the product. Consult the document *Pesticide Classification Guideline for Ontario* (the Guideline) available on the Ministry of the Environment web site at [www.ene.gov.on.ca](http://www.ene.gov.on.ca).

# **Pesticide Classes**

Criteria	Classification
The pesticide is designated under the <i>Pest Control Products Act</i> (Canada) as a pesticide of the Manufacturing class.	Class 1
<ol style="list-style-type: none"> <li>1. The pesticide is designated under the <i>Pest Control Products Act</i> (Canada) as a pesticide of the Commercial or Restricted class.</li> <li>2. The pesticide meets the description of Very Hazardous in the Guideline</li> <li>3. The pesticide does not meet the description of a Controlled Sales pesticide in the Guideline</li> </ol>	Class 2
<ol style="list-style-type: none"> <li>1. The pesticide is designated under the <i>Pest Control Products Act</i> (Canada) as a pesticide of the Commercial or Restricted class.</li> <li>2. The pesticide meets the description of Moderately Hazardous in the Guideline</li> <li>3. The pesticide does not meet the description of a Controlled Sales pesticide in the Guideline.</li> </ol>	Class 3
<ol style="list-style-type: none"> <li>1. The pesticide is designated under the <i>Pest Control Products Act</i> (Canada) as a pesticide of the Commercial or Restricted class.</li> <li>2. The pesticide meets the description of Less or Least Hazardous in the Guideline</li> <li>3. The pesticide does not meet the description of a Controlled Sales pesticide set out in the Guideline</li> </ol>	Class 4
<ol style="list-style-type: none"> <li>1. The pesticide is, <ol style="list-style-type: none"> <li>i. designated under the <i>Pest Control Products Act</i> (Canada) as a pesticide of the Domestic class and meets the description of Less Hazardous in the Guideline, or</li> <li>ii. registered under the <i>Fertilizers Act</i> (Canada) and the size of its container is greater than 1 kilogram or 1 litre.</li> </ol> </li> <li>2. If the pesticide may be used in, on, or over land, <ol style="list-style-type: none"> <li>i. the only pesticide ingredient it contains is a Class 11 pesticide, or</li> <li>ii. every use set out on the pesticide's label is a use mentioned in subsection 7.1 (2) of the Act.</li> </ol> </li> </ol>	Class 5
<ol style="list-style-type: none"> <li>1. The pesticide is, <ol style="list-style-type: none"> <li>i. designated under the <i>Pest Control Products Act</i> (Canada) as a pesticide of the Domestic class and meets the description of Least Hazardous in the Guideline, or</li> <li>ii. registered under the <i>Fertilizers Act</i> (Canada) and the size of its container is less than or equal to 1 kilogram or 1 litre.</li> </ol> </li> <li>2. If the pesticide may be used in, on, or over land, <ol style="list-style-type: none"> <li>i. the only pesticide ingredient it contains is a Class 11 pesticide, or</li> <li>ii. every use set out on the pesticide's label is a use mentioned in subsection 7.1 (2) of the Act.</li> </ol> </li> </ol>	Class 6
<ol style="list-style-type: none"> <li>1. The pesticide is designated under the <i>Pest Control Products Act</i> (Canada) as a pesticide of the Domestic or Restricted class.</li> <li>2. The pesticide may be used in, on, or over land.</li> <li>3. The pesticide meets the description of a Controlled Sales pesticide set out in the Guideline.</li> </ol>	Class 7
<ol style="list-style-type: none"> <li>1. The pesticide is designated under the <i>Pest Control Products Act</i> (Canada) as a pesticide of the Domestic class or is registered under the <i>Fertilizers Act</i> (Canada).</li> <li>2. The pesticide may be used in, on, or over land.</li> <li>3. The pesticide contains a Class 9 pesticide.</li> <li>4. The pesticide meets one of the following descriptions: <ol style="list-style-type: none"> <li>i. Its label does not set out any of the uses mentioned in subsection 7.1 (2) of the Act.</li> <li>ii. If its label sets out a use mentioned in paragraph 4 of subsection 7.1 (2) of the Act, the pesticide does not meet the description of a Controlled Sales pesticide set out in the Guideline.</li> </ol> </li> </ol>	Class 8
<ol style="list-style-type: none"> <li>1. The pesticide is an ingredient in a Class 2, 3, 4, 5, 6, 7 or 8 pesticide.</li> <li>2. The label of the Class 2, 3, 4, 5, 6, 7 or 8 pesticide sets out at least one use that is not a use mentioned in subsection 7.1 (2) of the Act.</li> <li>3. The pesticide does not meet the description of a Category I pesticide in the Guideline</li> </ol>	Class 9

**Pesticide Classes (*continued*)**

Criteria	Classification
1. The pesticide is a Class 9 pesticide. 2. The pesticide meets the description of a Category II pesticide in the Guideline	Class 10
1. The pesticide is an ingredient in a Class 2, 3, 4, 5, 6 or 7 pesticide. 2. The pesticide meets the description of a Category I pesticide in the Guideline	Class 11

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*The information contained in this document is of a general nature only and is not intended to constitute advice for any specific situation. Please note that the texts of many Ontario statutes and regulations are available on the Internet at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).*

*For more information about pesticide licensing or to obtain an application package, please contact:*

Ministry of the Environment  
Environmental Assessment and Approvals Branch  
2 St. Clair Ave W, Floor 12A  
Toronto, ON M4V 1L5

Toll Free: 1-800-461-6290  
Phone: 416-314-8001  
Fax: 416-314-8452  
Email: [EAABGen@ene.gov.on.ca](mailto:EAABGen@ene.gov.on.ca)  
Website: [www.ene.gov.on.ca](http://www.ene.gov.on.ca)